
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS REGULAR MEETING MINUTES

1/14/2021

DATE: January 14, 2021
TIME: 5:00 PM
PURPOSE: Regular Meeting
LOCATION: ZOOM MEETING (www.zoom.us)
Meeting ID: 894 4759 2030
Password: 845799

ATTENDANCE:

KCFD #40

Ronnie Little, Commissioner
Cheryl Nichelson, Commissioner
Charlotte Ryan, Commissioner
Linda Sartnurak, Commissioner
Andrew Schneider, Commissioner

Laura Buckley, District Secretary
Eric Quinn, Attorney

RENTON RFA

Nathan Blakeslee, Captain
Craig Soucy, Battalion Chief
Charles DeSmith, Deputy Chief
Mark Seaver, Deputy Chief
Roy Gunsolus, Assistant Chief

PUBLIC

None

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Nichelson called the regular meeting of King County Fire Protection District #40 to order at 5:01 PM with Commissioners Little, Ryan, Sartnurak, and Schneider present. No absentee motions were requested for the next regular board meeting scheduled Feb 11, 2021.

Commissioner Nichelson led the pledge of allegiance.

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CORRESPONDENCE:

- **Thank You for Service to Station 17 Crew**

Jessica Pilsner sent a thank you card to the Station 17 crew for their service in the Fairwood community.

- **Thank You and Merry Christmas card to Station 17 Crew**

Fairwood residents Shiloh (age 3) and Alana (age 1) sent a thank you and Merry Christmas card to the crew at Station 17.

- **Winter 2021 Newsletter**

Communications Committee Commissioners Nichelson and Ryan reported that the latest King County Fire District 40 Winter 2021 Newsletter was mailed out last week. Each board member stated they received it.

Copies of the correspondence are on file with the minutes.

UNFINISHED BUSINESS:

- **GEMT Transport Update**

Commissioners Nichelson and Ryan continue working with Deputy Chief DeSmith to obtain a National Provider Identification (NPI) number to become a Medicare billing provider. Following one-year with an active NPI, the agency can then apply for GEMT.

Renton RFA is scheduled to begin a new internal billing process February 1, 2021 utilizing ESO and Systems Design West services. Deputy Chief DeSmith confirmed their new process will be able to separate and track A317 transportation calls, even when responding out of the standard response area. A317 calls can easily be tracked and credited to Fire District 40. This will be discussed in more detail during the upcoming Contract for Service negotiations, potentially through a Collective Bargaining Agreement.

- **Fire Service Contract Update**

Attorney Eric Quinn and the ESCI consultants have established a date for the first round of negotiations with Renton Regional Fire Authority. Four representatives from each side will meet virtually on Thursday, January 21, 2021 from 10AM-2PM to discuss global topics. Attorney Eric Quinn announced his representative selections for the first-round negotiation and informed the board he has enacted a rotating KCFD40 representative model to ensure inclusivity of all board members in the negotiation process. The January 21, 2021 meeting representatives are as follows:

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Renton RFA Representatives:

Samantha Babich, CAO
Roy Gunsolus, Assistant Chief
Mark Seaver, Deputy Chief
Brian Snure, Attorney

KCFD40 Representatives:

Don Bivins, ESCI
Jim Torpin, ESCI
Andrew Schneider, Commissioner
Eric Quinn, Attorney

- **Computer Back-Up Policy #5400**

Two versions of the Computer Back-Up Policy were presented to the board for review and adoption. There was discussion outlining the specific requirements and format of the policy.

It was Moved by Commissioner Little to adopt Commissioner Ryan’s version of Computer Back-Up Policy #5400 with the revisions discussed. Commissioner Ryan seconded. Motion Approved (5-0). A copy of the policy is on file with the minutes.

- **Fire Benefit Charge**

Commissioner Ryan confirmed the mailing of the 2021 FBC notices, District residents are expected to have received notice by now. The Benefit Charge Hearing will be held at our next regular meeting on Thursday, February 22, 2021 at 5PM. A Special Meeting is scheduled on Thursday, February 25, 2021 at 5PM to close petitions for adjustment. A copy of the notice is on file with the minutes.

- **Engine Purchase Update**

Commissioner Sartnurak discussed the required process of becoming part of the HGAC Co-op to complete a purchase with Hughes Fire Equipment. With the assistance of Attorney Eric Quinn, the HGAC contract has been signed by the District and sent to Hughes Fire for final signatures.

By executing the contract to purchase the engine from Hughes now, the Fire District will net savings from the original price quoted. After review of the engine specifications and the terms of purchase, **it was Moved by Commissioner Ryan to purchase a Pierce Enforcer Pumper in the amount of \$817,661.41 and authorize the Board Chair to sign a purchase acknowledgement letter with Hughes Fire Equipment. Commissioner Schneider seconded. Approved (5-0).** A copy of the purchase acknowledgment letter is on file with the minutes.

- **State Auditor Update**

Commissioner Ryan reported the audit is ongoing, they have requested two items.

- 1) State Actuary Table for LEOFF 1 Retiree Reporting (which is complete and submitted)
- 2) Data Back-Up Policy (which has been adopted)

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NEW BUSINESS:

- **2021 Officer Nominations**

It was Moved by Commissioner Nichelson to elect Charlotte Ryan Chair and Linda Sartnurak Vice-Chair for the year 2021. Commissioner Little seconded. Motion Approved (5-0).

- **District Secretary Salary Review**

Commissioner Nichelson conducted a review of the District Secretary's salary and identified the need to increase the hourly rate by \$2 per hour, bringing the new rate to \$30 per hour. It was Moved by Commissioner Nichelson to increase the District Secretary's hourly wage by \$2 per hour effective January 1, 2021. Commissioner Sartnurak seconded. Commissioner Ryan recused herself from the vote. Motion Approved (4-0).

CHIEF'S REPORT:

Deputy Chief DeSmith went over the following items from the Chief's report:

1. Adopt-A-Family Delivery Day
2. Salvation Army Battle of the Badges
3. New Recruits
4. Data for Emergency Services Consulting International
5. Division Reports
 - Deputy Chief Gunsolus reviewed Response Services
 - Deputy Chief Seaver reviewed Support Services
 - Deputy Chief DeSmith reviewed EMS/Health & Safety
6. Please see the attached report for December and 2020 Annual Response Operations statistics.

A copy of the Chief's Report is on file with the minutes.

FINANCIAL REPORTS:

The board reviewed the December Cash Flow and Treasurer's Reports.

The District Secretary reviewed the following year-end notes:

1. 2020 total Revenue was 99% of budget, or approximately \$54,200 short
2. 2020 total Expenses were 103% of budget, or approximately \$148,100 over
3. Estimated 2021 Beginning Balance was to be \$87,000, but will be \$79,640 (a difference of \$7,350)

Copies of the financial reports are on file with the minutes.

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CONSENT AGENDA:

The consent agenda consisted of:

- December 10, 2020 Regular Meeting Minutes
- January A/P Vouchers in the amount of \$15,941.78
- January Payroll in the amount of \$2,194.44

It was Moved by Commissioner Little to approve the consent agenda as presented. Commissioner Nicholson seconded. Motion Approved (5-0).

Copies of the approved vouchers are on file with the minutes.

WORKGROUP REPORTS:

- **Finance** (Nichelson + Ryan)
Nothing to report.
- **Communications** (Nichelson + Ryan)
Nothing to report.
- **Facilities & Equipment** (Sartnurak + Schneider)
Commissioner Sartnurak reported the tree removal at Station 17 was completed just before the recent windstorm, no damage was incurred.
- **Special Projects** (Little + Schneider)
The workgroup submitted the custom logo hat order with the vendor at a cost of \$98 including freight. Commissioner Schneider informed the board he is still waiting for a quoted lead-time, he will relay the information when available.
- **Contract Review & Options** (Sartnurak + Little)
Nothing to report.
- **Renton RFA Liaison** (Sartnurak)
 - ✓ Commissioner Sartnurak provided an overview of the recent Renton RFA regular meeting, including the 2021 Board Chair elect Ruth Pérez and Vice-Chair elect Marcus Morrell.
 - ✓ Renton RFA FBC Hearing dates have been scheduled:
 - February 9 at 4PM
 - March 9 at 4PM
 - February 23, at 10AM
 - ✓ The Board approved the purchase of (2) new engines and a fee for transport medical billing procedure.

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PUBLIC COMMENT:

Captain Nathan Blakeslee thanked the commissioners for their generosity contributing to the Station 17 Adopt-A-Family fund. The family's car had been broken into; the cash was essential at a very trying time. He also thanked the commissioners for the Christmas cards distributed to each crew member at Station 17, all were grateful for the thoughtfulness.

GOOD OF THE ORDER:

- Commissioner Schneider thanked Deputy Chief Seaver and Commissioner Sartnurak for their hard work through to the end of the engine purchase.

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:03 PM.

Ronnie Little

Ronnie Little, Commissioner

Cheryl Nicholson

Cheryl Nicholson, Commissioner

Charlotte Ryan

Charlotte Ryan, Commissioner

Linda Sartnurak

Linda Sartnurak, Commissioner

Andrew Schneider

Andrew Schneider, Commissioner

Laura Buckley

Laura Buckley, District Secretary

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, February 11, 2021 at 5:00 PM, location TBD.**

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Attachments: Agenda

Thank You for Service to Station 17 Crew
Thank You and Merry Christmas Card to Station 17 Crew
Winter 2021 Newsletter
Policy #5400 (Computer Back-Up)
2021 Fire Benefit Charge Notice
Hughes Fire Equipment - Pierce Enforcer Purchase
Acknowledgment Letter
Chief's Report
December Financial Reports
Voucher Approval Documents

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